

*Survey 1 files
Printing Sec Rev*

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 15 JUN 1955

FROM : Acting Director of Logistics

SUBJECT: Request for Management Assistance

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1. The present production cost accounting and work scheduling systems have been in use at the [REDACTED] of the Printing and Reproduction Division for approximately 18 months. As these systems have not been reviewed since their installation by any organization outside of the Division, a review to determine their effectiveness is desirable.

2. It is, therefore, requested that an Organization and Methods Examiner from your Staff be assigned for the purpose of making a review of the work reporting system, scheduling system, and related procedures for the control of production at the Plant. This review is requested for the purpose of eliminating duplication, if found, and to assure this Office that the Printing and Reproduction Division is controlling production in an effective manner.



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OL/AS/MAB/RKR:mel (13 June 55)

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1703

Date: 12/02/78 By: 008

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<p align="center">SECRET</p> <p align="center">REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE</p> <p align="center">FROM O&M SERVICE</p>		<p>PROJECT NUMBER 5-80</p> <p>TYPE OF PROJECT <input checked="" type="checkbox"/> Survey <input type="checkbox"/> System <input type="checkbox"/> Specific Problem </p>								
<p>ORGANIZATIONAL COMPONENT REQUESTING SERVICES Office of Logistics, Printing Services Division </p>		<p>DATE OF REQUEST July 1955 </p>								
<p>ELEMENTS OF PROJECT</p> <table border="0"> <tr> <td><input type="checkbox"/> (1) Organization</td> <td><input checked="" type="checkbox"/> (3) Procedures</td> <td><input type="checkbox"/> (5) Work Measurement</td> <td><input type="checkbox"/> (7) System & Equipment</td> </tr> <tr> <td><input type="checkbox"/> (2) Staffing</td> <td><input type="checkbox"/> (4) Reporting</td> <td><input type="checkbox"/> (6) Records & Files</td> <td><input type="checkbox"/> (8) Staff Study</td> </tr> </table>			<input type="checkbox"/> (1) Organization	<input checked="" type="checkbox"/> (3) Procedures	<input type="checkbox"/> (5) Work Measurement	<input type="checkbox"/> (7) System & Equipment	<input type="checkbox"/> (2) Staffing	<input type="checkbox"/> (4) Reporting	<input type="checkbox"/> (6) Records & Files	<input type="checkbox"/> (8) Staff Study
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<p>TITLE OF PROJECT Review of Procedures, Printing Services Division </p>										
<p>BRIEF DESCRIPTION OF PROJECT</p> <p>Review of scheduling and production procedures at the [REDACTED]</p> <p>Printing Services Division.</p>										
<p align="center">FOR USE OF REQUESTING OFFICE</p> <p>TIMING CONSIDERATION (Starting date desired & condition of urgency, if any)</p>		<p align="center">FOR USE OF O&M SERVICE</p> <p>NAME OF ANALYST DEVELOPING PROJECT [REDACTED] </p> <p>ESTIMATED MAN DAYS REQUIRED</p> <table border="1"> <tr> <td>Analyst 15</td> <td>Clerical --</td> <td>Total 15</td> </tr> </table> <p>STARTING DATE APPROVED 1 August 1955 </p> <p>TARGET DATE 15 August 1955 </p>	Analyst 15	Clerical --	Total 15					
Analyst 15	Clerical --	Total 15								
<p>NAME, TITLE & SIGNATURE OF REQUESTOR</p> <p>[REDACTED] Chief, PSD</p>		<p>ASSISTANT MANAGEMENT OFFICER [REDACTED] </p> <p>MANAGEMENT BOARD ACTION 10 </p>								
<p>OTHER APPROVALS, IF ANY</p>		<p>DATE OF MANAGEMENT BOARD ACTION -- </p>								

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12 August 1955

MEMORANDUM FOR: [REDACTED]

SUBJECT : Survey of the Printing and Reproduction Plant

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1. The following is a report on the conditions found at the Printing and Reproduction Plant. The situation has been fully discussed with Messrs. [REDACTED]. Copies of this memorandum have been given to each.

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a. EMPLOYEES CARELESSNESS. A review of several batches of the operators Production Report Form (No. 36-273) disclosed carelessness in completing the form. Omissions are prevalent. This, in turn, creates an inaccuracy in the MHD tabulation runs. The information on this form is the sole source for the figures used by MHD in rendering the three phase machine tabulated reports. Corrective steps taken.

b. SUPERVISORS LAXNESS. The failure to correct this carelessness indicates a laxness on the part of supervisors. Likewise, some supervisors fail to initial the individual Production Reports introducing an element of doubt as to whether they look at the daily reports thereby not taking advantage of an excellent tool to size up the capabilities of individual workmen or their production honesty on the job. Corrective steps taken.

AK c. NEEDLESS PILING OF REQUISITION COPY. At present the white copy of the Requisition Form is filed by job number to establish a control of all jobs that come into the PR Plant. On completion of the job the form is filed away in "dead" storage for an indefinite period. As the same information (and in many cases more complete information) can be obtained from the pink copy of the requisition which is attached to "job ticket" and filed in a permanent file in job number order. It is recommended that the white copy of the requisition be destroyed immediately on removal from the control file on completion of the job. This will save many man-hours of handling time and storage space. As the white copy of multiple Requisition Form is the original and contains an authentic signature, it might be well to reverse the parts played by the white and pink copies. Corrective steps taken.

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d. BETTER FACILITIES FOR HANDLING COMPLETED JOB TICKETS. It is recommended that a faster means for sorting completed "job tickets" into job order sequence be established and a finer breakdown of guides be set up in the permanent job ticket file to facilitate filing. These two actions should rapidly clear up the present two month back-log and assure keeping the file up to date in the future. Corrective steps taken.

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e. POSSIBLE ELIMINATION OF POSTING TO "LEDGER OF PRODUCTION CHARGES". The posting to the "Ledger of Production Charges" has fallen behind considerably. To date, no use has been made of these figures either by the Comptroller (Budget Division) or the Operating Units. The record is of little or no value to the Printing and Reproduction Plant. The Budget Division has been asked to re-evaluate the situation from their point of view. If the reply is negative, it is recommended that the posting of the "Ledger of Production Charges" be discontinued. Awaiting decision of the Budget Division.

*show for on form of
now. This unit
always suggested
done*

f. COMBINING REQUISITION, JOB TICKET AND DELIVERY TICKETS INTO A SNAP-OUT SET. The initial handling of incoming Requisitions appears to be cumbersome. At present a clerk performs the following operations:

- (1) Separates the three part requisition form (white, blue, and pink copies) and date/time stamps all copies.
- (2) Creates a "job ticket" writing in the "job number" and filling out the Delivery Ticket portion with the name, office, room, building of the requisitioning office.
- (3) If there is more than one shipping point indicated on the requisition, additional Delivery Tickets are made out for each shipping point indicated.
- (4) The pink copy of the requisition is stapled to the job ticket.
- (5) The blue copy is attached to the job ticket with a clip and as soon as a firm delivery date is established by the scheduler, this blue copy is returned to the requisitioning unit.
- (6) The white copy is filed immediately by another clerk into a Requisition Control File.

The bulk of this operation could be eliminated by the use of a "snap-out" requisition form that would be designed to include spaces needed by the requisitioning office and the P&R Plant.

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The initial filling out of the form would simultaneously provide the needed Delivery Tickets, thus saving the time consuming effort of steps b, c, d, and e listed above and step "a" except for detaching the white copy, without added effort on the part of the requisitioning office. The adoption of such a form is recommended. Under consideration.

g. COST RECORD. When all factors are considered, the present method of arriving at job costs is considered adequate. It is appreciated that the "rounded price" used in the established price list has not been brought down to the fine point of exactness that would be needed if the Printing and Reproduction Plant were in direct competition with other printers, it is sufficiently accurate to arrive at a job cost close enough to serve the purpose for which it is used. However, in the immediate future it is recommended that the entire range of "rounded prices" be amended to reflect the new scale of labor charges and any substantial changes in material or overhead costs. Corrective action will be taken in near future.

h. PRODUCTION CONTROL. The present Production Control record is very limited in value. The only purpose it serves is to answer inquiries about the status of specific jobs. The Plant Superintendent cannot quickly evaluate the production picture. It is of little use to the Scheduler when scheduling an incoming job. A concerted effort should be made to correct this situation. Although it is not the final answer to the problem, it is suggested that the supervisors be required to make a written report to the Plant Management at specified intervals, of all jobs falling behind the production schedule and the reason for such lag. The report should be sufficiently complete for those concerned to quickly evaluate the unfavorable condition and take steps to correct it. The problem raised here has been fully discussed with those immediately concerned and there is a concerted effort afoot to find a suitable solution.

2. Unless [redacted] expresses a desire for further assistance this survey can be considered at an end. There is the problem of developing the combined Requisition, Job Ticket and Delivery Ticket form (Snap-Out). Also, there is the matter of rendering aid in the development of a Production Control tool for the Plant Superintendent and Scheduler, so that they can do a more effective job. It is believed that the Management Staff should cooperate in the development of these two items.

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██████████, Chief, Printing
Services Division

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██████████ Management Staff

Stock and Supply Branch Procedures.

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1. After a survey of the present procedures in the Stock and Supply Branch the following conclusions have been reached. ██████████, Chief of the Branch, is in disagreement with some phases of the conclusions. However, it is believed that the changes proposed will simplify current routine and place supply and purchase data in such form that research and reference will be faster. The following is a review of the situation.

a. Requisition and Receiving Voucher Number Controls

(1) Requisition Number. For the purpose of requisition accountability, and to avoid duplication of numbers, it is essential that a control register be maintained. However, entries should be held to two entries only - "date" and "requisition number."

Posting of Voucher numbers and Purchase Order Numbers at this source is a duplication of effort

(2) Receiving Voucher Number. It is also essential to maintain a Receiving Voucher Number Control Register. The items of entry should be confined to "date", "receiving voucher number", and a tie-in (cross reference) "requisition number." This change has already been made.

b. Visible Kardex Files

(1) Purchase and Pertetual Inventory Record. This record is maintained on all stock items. It is broken down into two parts - Purchase and Inventory. The form in each case should be changed in accordance with sample forms attached. You will note that the "purchase" card is more complete. It reflects factors of cross-reference, cost, delivery spread, needed description of item and rate of consumption. On the other hand, the "inventory" card has been confined basically to normal stock movement. This exception is that portion in the visible margin titled Cost Analysis. This block serves to indicate if and when an item moves by use of a check mark (✓) in the quarter of issuance, thus effecting a means of locating items that have moved when called up to render a report.

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(2) The Supply Control. This record is now kept in a make shift form and should be more formalized by placing the record on a card form within the Kardex file. No suggestion is being made as to the ruling of the form used.

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(3) Plant Equipment Record. This record is now kept on a 10x18" card form for vertical filing. The data recorded is not adequate and is of little value for future reference. The card should reflect greater nomenclature detail, costs, purchase reference data, and in the case of equipment that service is likely, provision should be made to reflect cost of parts and service rendered on the item. By housing the record in Kardex cabinets, reference would be faster.

c. Files.

(1) Case Folders. At present a folder is made out at the time a new requisition for purchase is drawn. The folder is then placed in a correspondence file in requisition number sequence. As each paper relating to that particular transaction comes to light, it is placed in the folder concerned. This includes copies of the requisition, purchase orders or any other paper pertaining to the case. There appears to be no better means of handling this situation, therefore, no change is recommended. As the file is numerically controlled by requisition number, adequate cross-reference by purchase order and voucher number is essential.

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(2) Requisitions for Issuance Stock Items. Copies of requisitions issuance for stock items should continue to be handled as at present, that is, filed in numerical order by the Building Supply Officer originating the requisition.

(3) Intermediate Control of Undelivered Items. At present the only control over undelivered items is through the Requisition Number Control Register or the Property and Supply Register. Control through these records is a duplication of effort and time-consuming posting operation. As has been noted in sub-paragraph 1a(1) it was proposed that the posting to the Requisition Control Register be confined to "date" of organization and "number", thus eliminating this source for a control over undelivered items. As for the second medium of control, it will also be noted that in sub-paragraph 1d a recommendation is made that STOCK items be eliminated from the Property Supply Register. For control of

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undelivered items, it is proposed that three Clip Boards or Arch Boards be maintained - one for unfilled requisitions, one for voucher number copies, and one for purchase orders. The copies on each board will be maintained in numerical order. As merchandise is received, and order completed, the corresponding three copies (Requisition, Voucher, and Purchase) will be removed from the boards and filed in the "case folders", thus bringing together a complete file relating to a particular purchase. All papers remaining on the boards reflect unfilled orders. By this method of operation a weakness of the present system is overcome. A ready reference is available to locate any one or all unfilled items by Requisition number, Voucher Number or Purchase Order Number. Only by unnecessary posting for cross-reference purposes and search can these numbers be located at present.

d. Property and Supply Register. The Property and Supply Register is carried as a means of cross-reference for Voucher Numbers and Purchase Order Numbers and ready dollar totals for certain totals needed make out reports and meet budget demands. The entries to this record should be confined to the following items - non-stock, Franconia items, new equipment, parts and repair, property turn-ins and fiscal contracts. When needed, totals for "stock items" can be readily taken from the stock record control cards. (See suggested Purchase Record card.) A high percentage of cross-reference for which the book is now used will be eliminated by the Clip Boards suggested in sub-paragraph 1c(3). Considerable typing time will also be saved by the elimination of "stock items" from the register. Stock item entries, when needed for dollar data, date received, purchase order numbers, voucher numbers, and requisition numbers, will be quicker for future reference if all purchase and movement of the item are confined to one area.

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MEMORANDUM FOR THE RECORD

SUBJECT: Printing Services Division

1. The following operational improvements were achieved as the result of a combined effort by members of the Printing Services Division Staff, suggestions and cooperation given by the personnel at the Printing Plant, and a representative of the Management Staff.

a. Office copy of the requisition file is now destroyed on completion of the job instead of filing away in a dead file. This has saved many man hours of handling of time and storage.

b. A faster method of handling completed job and delivery tickets for final filing was established by:

(1) Installing a rapid means for the initial sort of job and delivery tickets.

(2) Developing a holding file for uncompleted work in process of final filing. The papers are held behind guides that establish instantly the degree of completion.

(3) To speed final filing, the number of file drawers were increased to break a state of congestion. In addition, fine alphabetical guide breakdown of the file was made to increase the speed of filing.

Equally important is the extreme drop in "reference time." Needed records are now located readily.

c. In order to bring out into the open the status of printing jobs processing through the plant, a Control Panel was set up. This board has proved beneficial in scheduling and control for plant management. It replaced a visible rotary panel file that was useless for this purpose and extremely burdensome to maintain. The difference in daily operating time is the saving of at least one (1) clerk hour a day, plus greater accuracy and the establishment of a production control that previously did not exist.

d. A new Requisition Form is in process of being printed. This will replace the present four part form. The new form will combine the JOB TICKET, DELIVERY TICKET, and REQUISITION COPIES. The benefits to be derived from this change are as follows:

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(1) The initial typing of all parts will be done by the requisitioning organization. This will save the Printing Plant the time now spent preparing the Job Ticket and Delivery Tickets for each job.

(2) It will eliminate the clerical time of stapling a copy of the Requisition on the Job Ticket.

(3) It will automatically furnish an accurate Delivery Ticket to be placed on packages being shipped. A carbon copy of the delivery ticket data will automatically be imprinted on the Job Ticket.

(4) It will eliminate the hours of clerk time now spent sorting Delivery Tickets, matching them up with the appropriate Job Ticket and then stapling the delivery ticket, or tickets, on the Job Ticket.

(5) Actual "file space" will be cut in half as the new Job Ticket will contain an impression of each operating instrument previously stapled to the Job Ticket; that is, a copy of the Requisition Form and one or more Delivery Tickets. There will be no papers or staples added to the Job Ticket to bulk the files. The possibility of needed reference data being torn off is also eliminated.

e. Although it was found to be impractical to set-up a "control panel" for the Photographic Branch because of rapid turn-over in jobs, a control has been established by the use of the "scheduling sheets." Scheduling sheets are maintained by the days of the month a job is scheduled for completion in a given operation. At the end of every day each Supervisor forwards to the Chief of the Branch a list of finished work that passed through his particular operation. A clerk then crosses out the listed jobs from the appropriate schedule sheet for a given day. This method of operation is simple but effective for control and aids scheduling because the workload in the Plant for any given day is easily ascertained.

f. After the Control Panel was found effective for general control of printing jobs, each Supervisor within the Printing Plant set up on his own initiative a Control Board (Peg) for his section. These boards have proven most effective to focusing attention on the status of jobs within the Section. Besides showing instantly work scheduled for a given day, work behind schedule in that section stands out. This has been accomplished without any build-up of man hours. The same cards (3"x5") were previously filed in a vertical file by date scheduled for completion. The Photographic Branch are in the process of setting up similar boards.

g. As the information was not being used, the posting of the Organizational Job Cost Record has been discontinued. This has resulted in a saving of clerical time.

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h. The monthly "Summary Report" and the weekly "Organizational Cost Report" produced by the Machine Records Division has been eliminated. In addition, other data accumulated, but not used, was eliminated from the tabulating reports received thus cutting down on "key punching time." These changes have resulted in shortening the time needed for the Machine Records Division to render a report from about ten working days to three. By so doing, the necessity for finding a new method of securing time and reproduction figures needed for reports has been eliminated.

i. A new report form has been adopted. It is more complete and gives the Printing Division management a much needed tool to analyze operating conditions. This new report will be rendered weekly in place of the previous monthly report which was limited in scope and served very little purpose.

j. A study was made of the Supply and Stock Branch. Although only two recommended changes have been actually put into practice, other changes in operation were recommended and are under consideration. The changes put into effect were:

(1) Elimination of two postings from the Receiving Voucher Number Control Register.

(2) Shortening the period for drawing out supplies from stock from all day to a period from 0830 to 1300. This was necessary to allow "uninterrupted" time for clerks to do other work.

k. The uncompleted portion of the recommended changes for the Stock and Supply Branch are:

(1) New forms were suggested (samples drawn and submitted) for the "Purchase" record "Inventory" record, Plant Equipment record, and the Property and Supply Register.

(2) Simplification of the present Requisition Number Control Register. Postings would be confined to "date" and "requisition number" only.

(3) The posting to the Property and Supply Register would be confined to non-stock items. By confining the entries to the Register to non-stock items, at least 50% of posting to the book. Also, it should be noted that non-essential items have been eliminated from the form thus cutting operating time proportionately.

(4) It was recommended that copies of the Requisition, Voucher Number copy, (Warehouse) and Purchase Order be withheld from the Case Folder and filed numerically on clip boards until completed. This method of handling would give a quick point of reference no

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matter which one of the three numbers was available for reference. The time lost to hunt and find would be eliminated.

l. The above changes were recommended with one thought in mind; that is, to operate effectively with the present personnel. However, it is believed that the present difficulty will not be alleviated without added help to make the initial change over. Typing new forms is one point in question.

m. It was recommended that both the [REDACTED] and Property Record be put on Kardex.

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n. The new form for the Property Record was constructed to show not only description and original purchase data, but to reflect (as in the case of machines) funds spent on services and parts on each piece of equipment.

[REDACTED]

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O&M Examiner

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INSTRUCTIONS: This form is to be used for ordering all printing and photographic work from Printing Services Division. It must be completed by PSD. IMPORTANT—BE SURE TO complete all items pertaining to the work required, except "Scheduled Delivery Date" which will be completed by PSD. After form is completed and signed, tear off top ticket and working down. (If delivery is to be made to a single point, use only the top ticket.) After form is completed and signed, tear off TYPE OF WORK DESIRED, NUMBER OF COPIES NEEDED, AND SIZE OF FINISHED WORK. Fill of Delivery ticket for each delivery point, starting with top ticket and working down. Forward balance of set intact, with material to be printed, to Printing Services Division. PART II — RETURN COPY will be held by PSD with the scheduled delivery date, indicated thereon. For help in planning a job or in completing this form, call Printing Services Division. Do not request extra copies of printed documents without first ascertaining that the material is unavailable from other sources.

PRINTING SERVICES REQUISITION				SCHEDULED DELIVERY DATE		JOB NUMBER							
BY (Person)		PHONE	ROOM	BUILDING		THIS DATE							
		DIVISION		BRANCH		DATE JOB REQUIRED							
Q*	SIZE	NO. OF ORIG.	COPIES REQUIRED ON EACH		TOTAL NO. OF COPIES	PRINT		X	BIND		X	DISPOSITION OF STENCILS, NEGATIVES, PLATES, COPY, ETC.	X
			NEGA-TIVES	POSITIVE		ONE SIDE	TWO SIDES		ASSEMBLED	UNASSEMBLED			
			NEGA-TIVES			HEAD TO HEAD			FASTENED			RETAIN	
			NEGA-TIVES			TUMBLE HEAD			PUNCHED			DESTROY	
			PRINTS			PAPER			PADDED			ESTIMATED MONTHLY USE	
						KIND	COLOR		ADDRESSED			CLASSIFICATION	
									PERFORATED				
						INK			RERUN DATA	X		CONTROL STAMP	
						COLOR	NUMBER		TO BE RERUN				
									NOT TO BE RERUN				

DE REQUIRED—Insert one of the following numbers to identify type of service desired: 1. Photostat; 2. Microfilm; 3. Ozaphane; 4. Film Processing; 5. Photography; 6. Color Photography; 7. Motion Picture; 8. Letterpress Printing; 9. Mimeograph; 10. Ditto; 11. Binding; 12. Addressograph; 13. Embossograph. List by name any service not identified above.

36-2 REPLACES FORM NO. 36-2 WHICH IS OBSOLETE.

(38)

SIGNATURE OF AUTHORIZED OFFICIAL

PART 1 -- HOLD COPY

DELIVERY TICKET				JOB NO.	
OFFICE		ROOM	BUILDING		
QUANTITY					
DELIVERY TICKET				JOB NO.	
OFFICE		ROOM	BUILDING		
QUANTITY					
DELIVERY TICKET				JOB NO.	
OFFICE		ROOM	BUILDING		
QUANTITY					
DELIVERY TICKET				JOB NO.	
OFFICE		ROOM	BUILDING		
QUANTITY					

IBM		VARITYPE		JUSTOWRITER		STENOFAK		ARTWORK		PRESS ROOM			
LINOTYPE		HAND		Approved For Release 2001/08/10 : CIA-RDP61-00274A000100090029-7						MIEHLE			
3E SIZE		IMAGE SIZE		COLUMN WIDTH		REMARKS							
				ONE TWO									
MARGINS		JUSTIFIED											
FT RIGHT													
DP BOTTOM													
		TYPE SIZE		BASE COLOR (S)		TYPE COLOR (S)		NO. (S)					
CSS-GRAPH		SIZE											
NEGATIVES		SCALE		REMARKS									
		SAME SIZE											
POSITIVES		AS MARKED											
NE NEGS.		CAMERA SETTINGS											
HALF TONES													
GREENS		NO. ORIGINALS											
PRESS		SHEET SIZE		NO. UP		REMARKS							
M SW				HEAD TO HEAD									
W H				TUMBLE HEAD									
ME JOB				LAYOUTS/LOCKUPS									
ROTARY		TRIM SIZE											
R L T B													
O. PLATES		ZINC		SINGLE		DOUBLE		TRIPLE		QUAD.			
		PRE SEN.											
O. LAYOUTS		XEROX											
		DP. ETCH											
O. ENGRV'S.		RUBBER PLATES		REMARKS									
NUMBER OF		MIMEOGRAPH STENCILS		DITTO MASTERS		COPIES ON EACH		TOTAL NO. OF COPIES		REMARKS			
OLD		TOP		SIDE		SADDLE		UPPER LEFT CORNER					
PERFORATE		ASSEMBLE		PUNCH		NO. HOLES		DIAMETER		C TO C			
		SHEETS IN SET		SETS IN PAD		SHEETS IN PAD		KIND		POSITION			
COLLATE		INSERTS		OTHER									
HAND													
JACH.													
BINDING (Indicate type of cover, color of tape, etc.)													
WEIGHT		COLOR		KIND		STOCK SIZE		TRIM SIZE					
						NO. OF SHEETS		NO. OF SHEETS					
JOB MATERIALS DISPOSITION INSTRUCTIONS													
MATERIAL		DESTROY		FILE		RETURN							
CUSTOMER'S COPY													
PLANT COPY													
NEGATIVES													
STENCILS/MASTERS													
PLATES													

~~CIA INTERNAL USE ONLY~~

PRICE LIST

Effective Date 13 April 1956

PRINTING SERVICES DIVISION

Office of Logistics

PRINTING SERVICES DIVISION

PRICE LIST

(To be used for budgetary purposes and for estimating the cost of proposed work)

COMPOSING

Typing Ditto Masters	per master	1.72
Typing Mimeograph Stencils	per stencil	1.72
Typing Direct Image Plates	per plate	2.00
Typing for Offset Reproduction (justified)	per page	8.20
Typing for Offset Reproduction (nonjustified)	per page	5.05
Artwork	per hour	3.75
Linotype Composition	per page	8.25

PRINTING

Ditto	Minimum charge up to 100 impressions	0.56
Mimeograph	Minimum charge up to 100 impressions	0.35
Each additional 100 impressions from same stencil		0.21
Mimeograph (FBIS Dailies)	per 1000 impressions	1.55
Direct Image Multilith	Minimum charge up to 100 impressions	0.52
Multilith (up to 10" x 14" sheet)		
	Minimum charge up to 100 impressions	4.15
Each additional 100 impressions from same plate		0.40
Multilith (up to 14" x 20" sheet)		
	Minimum charge up to 100 impressions	5.25
Each additional 100 impressions from same plate		0.49
Offset (up to 17" x 22" sheet)		
	Minimum charge up to 100 impressions	7.70
Each additional 100 impressions from same plate		1.16
Offset (up to 22" x 34" sheet)		
	Minimum charge up to 100 impressions	12.45
Each additional 100 impressions from same plate		1.65
Letterpress (up to 14" x 20" sheet)		
	Minimum charge up to 100 impressions	2.65
Each additional 100 impressions from same form		0.54
FI reports (multilith and ditto)	per page	0.56

The above prices include paper, negatives, plates, etc. The price is based upon impressions and includes runs of one or more up, i. e., a book printed four pages on a sheet and folded will be charged at the above rates for 100 impressions of the sheet containing four pages.

PHOTOGRAPHIC

Photostats, one side	per print	0.12
Photostats, two sides	per print	0.20
Ozolid Prints	per print	0.11
Photographic prints (including microfilm prints)		
Automatic Printing in large quantities	per print	0.10
Photographic prints, Hand work, single printing	per print	0.20
Film printing	per print	1.65
Ozaphane	per 100 foot roll	3.45
Microfilm copying	per 100 foot roll	29.10
Microfilm and Motion Picture Processing	per 100 feet of film	4.85
Color photography	per hour	11.50
Motion Picture Printing	per 100 feet	8.50
Motion Picture and Sound Recording Assignments	per hour	11.60
Special Photographic Assignments	per hour	5.15

BINDERY

Assembling — Minimum charge up to 500 sheets	0.50
Each additional 100 sheets	0.10
Folding — Minimum charge up to 500 sheets	2.95
Each additional 100 sheets	0.13
Side and Saddle stitching	per 100 sets or books 0.70
Assembling sections and stapling FBIS Dailies	per 100 sets 1.55
Gathering signatures	per 1000 signatures 1.45
Padding	per pad 0.09
Punching	per 1000 sheets 1.05
Perforating	per 1000 sheets 6.20
Bookbinding*	per book 6.40
Pressboard binding	per binder 0.19
Miscellaneous Binding	per hour 4.25

*Includes sewing, backing, covering, glueing, etc. Price covers complete costs of binding exclusive of folding and assembling.

DISSEMINATION

Addressing and Mailing	per hour	4.15
Wrapping and tying	per package	0.10

MISCELLANEOUS

Batch System	per batch	1.50
Making Embossograph Signs	per hour	6.70

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~~CIA INTERNAL USE ONLY~~

Approved For Release 2001/08/10 : CIA-RDP61-00274A000100090029-7

~~CIA INTERNAL USE ONLY~~

ANNEX A

**EQUIPMENT TO BE TRANSFERRED TO THE CENTRAL INTELLIGENCE
AGENCY WITHOUT REIMBURSEMENT THEREFOR**

(Originally obtained by the Government
Printing Office from the predecessor
operators of the plant)

<u>Description</u>	<u>GPO Prop. No.</u>
Camera and Copy Board	90
Refrigerator	91
Multilith Camera	93
Paper Drilling Machine	98
Sewing Machine, Sayth	99
Punching Machine	100
Roller Backing Machine	102
Stamping Machine	103
Hand Backing Machine	104
Book Press	105
Gluing Machine	106
Linotype Composing Machine	107
Linotype Composing Machine	108
Saw Trimmer	109
Offset Press	111
Cutter, Precision, 61"	113
Plate Coating Machine	117
Plate Coating Machine	118
Refrigerator	119
Vacuum Frame	120
Spray Gun	122
Press, Miehle	124
Davidson Duplicator	129
Line up Table	138
Typewriter, L. C. Smith	2058
Time Stamp, Stromberg	2073
Typewriter, Electromatic	2737
Adding List, Remington Rand	2739
Typewriter, Royal	2740
Typewriter, Underwood	2745
Typewriter, Japanese	2751
Typewriter, Electromatic	2757
Typewriter, L. C. Smith, 11"	2759
Typewriter, Underwood	2761
Typewriter, Japanese	2763
	2767

ANNEX A
(Continued)DescriptionGPC Prop. No.

Enlarger	2776
Press, Book, 10 x 16	2777
Press, Book	2779
Trimmer, 24"	2780
Kodak, Dry Mounting Press	2782
Densitometer	2783
Camera, Graphic, 4 x 5	2784
Camera, Color	2785
Camera	2787
Printer	2788
Trimmer	2789
Vacuum Printer	2794
Enlarger, Photo, 8 x 10	2796
Printer, Studio	2798
Trimmer, 18"	2799
Enlarger, Precision	2800
Microfilm Reader	2801
Camera, Combat	2803
Portable Press, Offset	2804
Timer, Model 1528	2805
Timer	2807
Time-A-Lite	2810
Timer, Rheostat	2811
Plastic Binder Inserter	2823
Slug Cutter	2824
Camera	2825
Camera	2826
Trimmer, 24 x 20	2854
Trimmer, 12 x 12	2855
Micrometer	2856
Enlarger, Kodak 35mm w/case	2857
Arc Lamp, Addressograph	2860
Electric Drill	2861
Microscope	2864
Trimmer, 24"	2867
Cabinet, File, Metal, 4 Drawer	A3865
Cabinet, File, Metal	A3866
Cabinet, File, Kardex, 20 Drawer	A3868
Cabinet, File, Wood, 4 Drawer	A3869
Cabinet, File, Metal, 4 Drawer	A3870
Cabinet, File, Metal	A3871
Safe, Mosler	A3872

ANNEX A
(Continued)DescriptionGPO Prop. No.

Cabinet, Glass Door	A3874
Cabinet, Glass Door	A3875
Cabinet, File, Wood, 4 Drawer	A3877
Cabinet, Wood, 4 Drawer	A3879
Cabinet, Metal, 4 Drawer	A3880
Cabinet, Metal, 36 x 47 x 15H	A3881
Cabinet, Metal, 36 x 47 x 15H	A3882
Cabinet, Wood, 46 x 31 x 39	A3883
Cabinet, File, 2 Drawer	A3885
Cabinet, Type, 24 Drawer	A3887
Locker, 2 Unit	A3888
Cabinet, 4 Door, 18 x 25 x 52	A3889
Safe, Remington Rand	A3896
Cabinet, File, Wood, 4 Drawer	A3900
Cabinet, File, Metal, 4 Drawer	A3901
Cabinet, File, 4 Drawer	A3902
Cabinet, File, Metal, 2 Door	A3904
Cabinet, File, 4 Drawer	A3907
Cabinet, Steel, 2 Door, 18 x 36 x 72	A3908
Cabinet, Wood, 2 Drawer	A3911
Safe, Mosler	A3918
Type Cabinet, Metal	A3919
Type Cabinet, Metal	A3920
Type Cabinet, Metal	A3921
Cabinet, 12 Drawer	A3922
Cabinet, Metal, 24 x 18 x 72	A3923
Cabinet, Wood, 3 Door	A3924
Cabinet, Wood	A3925
Type Cabinet, Metal	A3926
Cabinet, Type, Wood	A3929
Cabinet, Type, 20 x 27 x 43	A3930
Cabinet, File, Metal, 4 Drawer	A3931
Locker, Wood, 2 Door	A3932
Cabinet, File	A3933
Cabinet, File, Metal, 4 Drawer	A3937
Cabinet, File, Metal, 4 Drawer	A3938
Cabinet, File, Metal, 4 Drawer	A3939
Cabinet, File, Metal, 4 Drawer	A3940
Cabinet, File	A3943
Cabinet, Wood, 24 x 37 x 36H	A3944
Cabinet, Metal	A3945
Safe, Schwab	A3946

ANNEX A
(Continued)

<u>Description</u>	<u>GPO Prop. No.</u>
Cabinet, Wood, 2 Drawer	A3953
Cabinet, Wood	A4074
Chair, Arm, w/casters	B9391
Chair, Arm	B9393
Chair, Wood	B9397
Chair, Typist	B9398
Chair, Arm	B9399
Chair, Arm	B9401
Chair, Arm	B9402
Chair, Arm	B9403
Chair, Wood	B9404
Stool	B9405
Chair, Wood	B9409
Chair, Wood	B9411
Chair, Wood	B9412
Stool, Wood	B9414
Stool	B9415
Chair, Metal	B9416
Stool	B9418
Stool, Wood	B9419
Stool, 24"	B9420
Stool	B9422
Chair, Typist, Wood	B9423
Stool	B9424
Chair, Wood, w/arms	B9425
Chair, Wood, w/arms	B9426
Chair, Wood, Arm	B9427
Chair, Wood	B9428
Stool	B9429
Chair, Swivel, Wood	B9430
Chair, Wood	B9434
Stool, Wood	B9436
Chair	B9438
Chair, Wood, Arm	B9440
Chair, Metal	B9441
Stool	B9442
Stool	B9444
Chair, Wood	B9450
Chair, Wood, on casters	B9451
Chair, Wood, on casters	B9452
Stool	B9454

ANNEX A
(Continued)DescriptionGPO Prop. No.

Chair, Wood, on casters
 Chair, Wood
 Stool
 Stool, Wood
 Stool, 24"
 Stool
 Chair
 Chair, Wood
 Desk, Wood
 Desk, Wood
 Desk, Typist
 Desk
 Desk, Wood
 Desk, Wood
 Desk, Wood
 Desk, Wood
 Typewriter, Electromatic
 Rack, Wood, 22 x 14 x 31
 Rack
 Rack, Film, 29 x 36 x 37
 Rack, Metal, Linotype
 Rack, Form, Printer
 Rack, Form, Printer
 Rack, Form, Printer
 Rack, Form, Printer
 Chase Rack, Metal
 Chase Rack, Metal
 Rack, Wood
 Rack, Galley
 Rack, Galley
 Rack, Galley
 Rack, Galley, 100 Openings
 Rack, Galley
 Imposing Table
 Imposing Table
 Imposing Table
 Imposing Table
 Rack, Plate
 Rack, Furniture
 Rack, Galley, 100 Openings
 Rack, Galley
 Rack, Galley, 100 Openings
 Table, on casters

B9460
 B9463
 B9465
 B9469
 B9470
 B9484
 B9485
 B9486
 E1936
 E1938
 E1939
 E1940
 E1945
 E1947
 E1950
 E1951
 J0456
 K3232
 K3235
 K3239
 K3241
 K3242
 K3243
 K3244
 K3245
 K3247
 K3248
 K3249
 K3251
 K3252
 K3253
 K3254
 K3255
 K3256
 K3257
 K3258
 K3259
 K3263
 K3264
 K3449
 K3450
 K3460
 N4673

ANNEX A
(Continued)

<u>Description</u>	<u>GPO Prop. No.</u>
Table, Wood	N4,677
Table, Wood	N4,678
Table, Wood	N4,679
Table, Telephone	N4,680
Table, Wood, 36 x 72	N4,681
Table, Wood	N4,682
Truck, Table	N4,683
Table, Wood, 36 x 72 x 36H	N4,686
Table, Wood, 24 x 84 x 36	N4,691
Table, Wood, 36 x 24 x 31	N4,692
Table, Metal, 33 x 60 x 31	N4,693
Table, Wood, 24 x 84 x 36	N4,695
Table, Wood, 36 x 60	N4,696
Table, Wood, 36 x 60	N4,697
Table, Wood, 32 x 96 x 36	N4,698
Table, Wood, 36 x 72 x 31H	N4,699
Table, Wood, 24 x 36	N4,700
Stone Top Table	N4,704
Table, Metal, 36 x 80 x 36	N4,705
Table, Wood, 24 x 72 x 36	N4,709
• Table, Drafting, 36 x 60 x 36H	N4,711
Table, Wood, 18 x 24	N4,714
Table, Wood	N4,715
Table, Wood	N4,717
Table, Wood, 76 x 24 x 36	N4,722
Table, Linotype	N4,723
Table, Wood	N4,724
Table, Linotype	N4,726
Table, Wood	N4,727
Table, Wood, 24 x 36	N4,728
Table, Wood	N4,729
Table, Wood, 60 x 32 x 31	N4,732
Table, 24 x 45 x 31	N4,733
Table, Wood, 60 x 34 x 30	N4,734
Table, Light Viewing, 38 x 72 x 36	N4,736
Table, Wood, 34 x 41 x 24	N4,737
Table, Opauqing, 31 x 21 x 32	N4,739
Layout Table, Metal	N4,741
Table, Light, 36 x 46 x 37	N4,764
Truck, Wood, Trash	S1961
Truck, Metal Frame	S1962

ANNEX A
(Continued)

<u>Description</u>	<u>GPO Prop. No.</u>
Truck, Wood	S1967
Truck, Metal, 48 x 24 x 10	S1968
Truck, Cage, 27 x 40 x 57	S1970
Truck, Cage, 27 x 40 x 57	S1972
Truck, Cage, 27 x 40 x 57	S1973
Truck, Cage, 21 x 26 x 57	S1974
Truck, Cage, 27 x 40 x 57	S1975
Truck, Cage, 21 x 26 x 57	S1976
Truck, Cage, 27 x 40 x 57	S1977
Lift, Truck	S1979
Lift, Truck	S1980
Table, Typewriter	Z0766
Clothes Tree	Z0767
Clothes Tree	Z0768
Stand, Typewriter	Z0770
Paper Dispenser	Z0771
Clothes Tree	Z0775
Clothes Tree	Z0776
Clothes Tree	Z0779
Clothes Tree	Z0788
Costumer	Z0789
Book Press 35"	Z0790
Press, Book	Z0791
Sink	Z0792
Sink	Z0793
Rack, Plate	Z0798
Lens, Goers, 30"	Z2093
Lens, Goers, 40"	Z2094
Lens, Leitz, 9 CM	Z2095
Lens, Myer, 5 x 7"	Z2096
Lens, Goers, 6"	Z2097
Lens, Snyder	Z2098
Lens, Meyer, 9 x 7"	Z2099
Lens, Bausch and Lomb	Z2100
Lens, Ziess, 135 CM	Z2101
Lens, Wollensack, 75 M	Z2102
Lens, Leitz	Z2103
Meter, Exposure, GE	Z2104
Lens, Meyer, 12"	Z2105
Lens, Bausch and Lomb, 139 MM	Z2107
Lens, Hug-Meyers 12"	Z2108

ANNEX A
(Continued)

<u>Description</u>	<u>GPO Prop. No.</u>
Lens, Dlex Paragon, 14"	22350
Screen, Halftone	22351
Screen, Halftone	22352
Lens, Goerz, 12"	22353
Magazine, Linotype	23103
Magazine, Linotype	23104
Magazine, Linotype	23105
Magazine, Linotype	23106
Magazine, Linotype	23107
Magazine, Linotype	23203
Magazine, Linotype	23204
Magazine, Linotype	23205
Magazine, Linotype	23207
Magazine, Linotype	23208
Magazine, Linotype	23423
Lens, Goerz, SN762724	23424
Lens, Goerz, SN307710	23425
Lens, Bausch and Lomb	23429
Lens, Wallensack	23535
Drill, Sharpener	

Items of equipment not reported to Government Printing Office at time of transfer of Department of State Service Office and reported to July 1, 1953 inventory. To be included with items on tabulation Annex "A".

GPO Prop. No.	Item Description
1869	LENS EASTMAN
2768	CUTTER SLUG
2778	SAW BACKING 14 IN
2852	MITER CUTTER
2865	GLUE POT
3172	HOT AIR DRYER
3197	DRYER
3207	TIMER INDUSTRIAL
3629	CLOCK WALL GENERAL ELE CTIC
3941	CLOCK WALL
3942	CLOCK WALL
3943	CLOCK WALL GENERAL ELECTRIC
4098	SCALE 2 KILO
4242	HEATER ELECT
A3250	RACK PAPER
A3884	CABINET 16X20X8 H 2DRAWER
A3892	CABINET 2 DOOR
A3894	CABINET FILE METAL 4 DRAWER
A3895	SAFE MOSLER
A3914	CABINET FILE 4 DRAWER 3X5
A3917	CABINET FILE 3X5

A4330 CABINET METAL 43X52X24 H
A4331 CABINET FILM
A4332 CABINET METAL 42X50X34
A4333 CABINET MAP 5 DRAWER 41X54X16
A4334 CABINET MAP 5 DRAWER 41X54X16
A4335 CABINET MAP 5 DRAWER 41X54X16
A4336 CABINET MAP 5 DRAWER 41X54X16
A4351 TOOL CHEST
A4399 RACK GALLEY 100 OPENIN
A4607 RACK GALLEY 100 OPENIN GS
A4666 CABINET SLUG AND RULE
A4667 CABINET GLASS DOOR
A4668 CABINET GLASS DOOR
A4669 CABINET GLASS DOOR
A5689 RACK TYPE 22X34X26
A5690 CABINET TYPE METAL
A5691 CABINET WOOD 2 DOOR
A5692 CABINET WOOD 3 DOOR
A5693 CABINET WOOD
A6818 CABINET PROOF PRESS NOLAN
A6834 RACK WOOD 100 GALLEYS 4 TIER 25
A6840 CABINET GALLEY STEEL 4 TIER 25
A6958 CABINET MONO KEYBANK 16X21X15
A9394 CHAIR SWIVEL

B9437 STOOL 24 IN
B9457 CHAIR CAMP
B9458 CHAIR TYPIST METAL
B9813 CHAIR PASTURE
B9814 CHAIR PASTURE
B9815 CHAIR PASTURE
B9816 CHAIR PASTURE
B9817 CHAIR PASTURE
B9818 CHAIR PASTURE
B9819 CHAIR PASTURE
B9876 CHAIR METAL
C 280 CHAIR METAL
C1026 CHAIR METAL
C1027 CHAIR METAL
C1066 CHAIR POSTURE
C1108 STOOL
C1109 STOOL
C1110 STOOL
C1111 STOOL
C1746 CHAIR METAL
C1747 STOOL
C1749 CHAIR TYPIST METAL
C2173 CHAIR STEEL
C2174 CHAIR STEEL
C2370 CHAIR TYP METAL

C2383 CHAIR STEEL

C2384 CHAIR STEEL

C2452 CHAIR POSTURE

C2453 CHAIR POSTURE

C2454 CHAIR POSTURE

C2455 CHAIR POSTURE

E1937 DESK WOOD

E1944 DESK WOOD

E2537 DESK

F1058 FIRE EXTINGUISHER

F1059 FIRE EXTINGUISHER

F1075 FIRE EXTINGUISHER

F2007 FIRE EXTINGUISHER

F2008 FIRE EXTINGUISHER

F2010 FIRE EXTINGUISHER

F2016 FIRE EXTINGUISHER

F2017 FIRE EXTINGUISHER

H 818 FAN WALL

H3319 FAN WALL

H3320 FAN WALL

H3321 FAN O S C 16 IN

H3323 FAN WALL

H3401 FAN WALL

H3402 FAN WALL

H3591 FAN FLOOR
H3592 FAN FLOOR
H3924 FAN EXHAUST
H3925 FAN EXHAUST
H4024 FAN FLOOR
H4025 FAN FLOOR
H4026 FAN FLOOR
H4027 FAN FLOOR
H4028 FAN WALL
H4029 FAN WALL
H4230 FAN WALL
H4231 FAN WALL
K3233 CABINET 22X60X72
K3246 RACK FORM PRINTER
K3317 RACK ROLLER
K3418 RACK WOOD
K3419 RACK WOOD
K3420 RACK WOOD 24X72X36
K3501 RACK WOOD
K3582 RACK WOOD 30X54X72
K3583 RACK WOOD 30X54X72
K3768 RACK CUTTER KNIVES 21 X36X64
K5180 RACK ROLLER
K5288 RACK ROLLER WOOD

K5465 RACK WOOD
K5503 RACK WOOD TYPE
K5504 RACK METAL TYPE
K5505 HOLDER FILM PLATE
K5507 RACK WOOD 15X35X35 H
K5508 RACK WOOD
K5509 RACK ROLLER
K5510 RACK WOOD
K6106 RACK GALLEY 100 OPENINGS
K6301 RACK WOOD 26X32X38
K6302 RACK WOOD 25X33X47
K6323 CABINET GALLEY FOR 100
K6343 CABINET GALLEY FOR 100
K6374 CABINET GALLEY 35X22X43
K6381 CABINET GALLEY FOR 100
K6385 RACK 25X29X36
K6414 CABINET GALLEX NO 1762
K6416 CABINET GALLEY
K6478 RACK WOOD 11X36X80
L 743 LAMP DAZOR
L 746 LIGHT DAZOR
L 747 LIGHT DAZOR
L 748 LIGHT DAZOR
L 749 LIGHT DAZOR

L 785 LAMP FLUOR 2 LAMP DAZOR 34 IN EXT ARM

L 907 LIGHT DAZOR

L 908 LIGHT DAZOR

L 909 LIGHT DAZOR

L 910 DAZOR LAMP

L 913 DAZOR LAMP

L 914 DAZOR LAMP

L 915 DAZOR LAMP

L 916 DAZOR LAMP

L 918 DAZOR LAMP

L 919 DAZOR LAMP

L 920 DAZOR LAMP

L 921 DAZOR LAMP

L 922 DAZOR LAMP

L 924 DAZOR LAMP

L 925 DAZOR LAMP

L 926 DAZOR LAMP

L 927 DAZOR LAMP

L 928 DAZOR LAMP

L 929 DAZOR LAMP

L 930 DAZOR LAMP

L 931 DESK LAMP

L 932 DAZOR FIXTURE

L 933 DESK LAMP

L 842 DESK LAMP

L 944	DAZOR LIGHT
L 945	DRYING LAMP
L 946	DARKROOM LAMP
L 947	DARKROOM LAMP
L 948	DARKROOM LAMP
L 949	DARKROOM LAMP
L 956	FLOODLIGHT
L 957	DAZOR LIGHT
L 958	DAZOR LIGHT
L1076	FIXTURE LIGHT DAZOR
L1077	FIXTURE LIGHT DAZOR
L1078	FIXTURE LIGHT DAZOR
N4688	TABLE WOOD ON CASTER
N4793	TABLE WOOD 40X50X34 H
N4798	TABLE
N4871	TRUCK WOOD TRASH
N4872	TABLE WOOD 24X36
N4873	TRUCK TABLE
N4874	TABLE WOOD 24X36
N4875	TABLE WOOD 24X36
N4983	TABLE WOOD
N5097	TABLE WOOD ON 4 WHEELS
N5098	TRUCK TABLE
N5099	TRUCK TABLE

N6365 TABLE ROLLING BINDERY
 N6366 TABLE ROLLING BINDERY
 N6371 TABLE ROLLING BINDERY
 N6486 TABLE WOOD 30X36X31
 N6487 TABLE WOOD 30X36X31
 P 112 FAN EXHAUST 20 IN
 P 163 CLOCK WALL GENERAL ELECTRIC
 P 685 DRILL B D 1 1/2 IN
 S1957 TRUCK PAPER
 S1960 TRUCK WOOD TRASH
 S1978 TRUCK CAGE 27X40X57 H
 S2110 TRUCK CAGE 27X40X57 H
 S2111 TRUCK CAGE 27X40X57
 S2112 TRUCK CAGE 27X40X57 H
 S2116 TRUCK TRASH
 S2117 TRUCK TRASH
 S2211 TRUCK PLATE RACK 48X30X45
 S2228 TRUCK COMPOSING
 S2888 TRUCK TRASH
 S3398 TRUCK RACK 48X30X45
 S3399 TRUCK CLASSIFIED
 S3400 TRUCK CAGE 27X40X57
 S3401 TRUCK CAGE 27X40X57 H
 S3402 TRUCK MATERIAL
 S3403 TRUCK METAL

S3407 TRUCK METAL
 S3481 TRUCK WASTE PAPER
 S3482 TRUCK WASTE PAPER
 S3483 TRUCK WASTE PAPER
 S3511 TRUCK TABLE
 S3512 TRUCK TABLE
 S3524 TRUCK UPRIGHT 19X25
 S3526 TRUCK ANDERSON
 S3557 TRUCK UPRIGHT 19X25
 S3579 TRUCK ANDERSON 25X38
 S3582 TRUCK UPRIGHT ANDERSON
 X4694 LOCKER 3 UNIT
 X4756 METAL LOCKER 2 COMPARTMENT
 X4757 WOOD LOCKER 3 COMPARTM
 X4758 WOOD LOCKER 3 COMPARTMENT
 Z 769 COSTUMER
 Z 841 LIGHT SAFE
 Z 951 AIR COMPRESSOR
 Z 991 DRYER OSTER MODEL 202
 Z 992 DRYER MODEL 202
 Z 993 DRYER HAIR
 Z 996 DENSITOMETER PROCESS
 Z1275 METER PHOTO
 Z1276 INTERCOMM SYSTEM

Z1282	HEATER
Z1283	MICROSCOPE
Z1314	HEATER
Z1315	HEATER
Z1316	HEATER
Z2072	CLOTHES TREE
Z2073	PHOTO METER ATF
Z2074	BENCH SEWING
Z2075	BENCH SEWING
Z2076	BENCH SEWING
Z2078	SLUG CUTTER
Z2079	BALANCE SCALE SMALL
Z2080	BALANCE SCALE SMALL
Z2081	BALANCE SCALE SMALL
Z2082	SCALE FAIRBANK 25 LB
Z2083	TRIPOD SER 723
Z2085	SCALE KODAK
Z2089	TRIPOD REIS MODEL A
Z2090	TRIPOD LEY
Z2092	VACUUM BACK FOR ATF CAMERA
Z2109	PISTOL COLT 45 SER 904851
Z2110	PISTOL COLT 32 SER 378394
Z2111	PISTOL SAVAGE 380 SER 215368
Z2129	SCHEDULOGRAPH REM RAND

23940 DEHUMIDIFIER

25289 RACK WOOD

25290 RACK WOOD

25291 RACK WOOD

25292 RACK WOOD

25293 RACK WOOD

25294 RACK WOOD

25295 RACK WOOD

25296 RACK WOOD

ANNEX B

**EQUIPMENT PURCHASED BY THE CENTRAL INTELLIGENCE AGENCY SUBSEQUENT
TO ASSUMPTION OF ADMINISTRATIVE CONTROL OF THE PLANT
BY THE GOVERNMENT PRINTING OFFICE**

10 Digit Bates Numbering Machine
40 x 60 Printer, Vacuum Contact
39 x 51 Photo-Layout Table
Typing Machine, Electric, Bund
1 1/2" Acme Morrison Stitcher
40 x 52 Press, Rutherford, Proving
Stand, Wood, Dictionary

ANNEX C

**EQUIPMENT TO BE TRANSFERRED TO THE CENTRAL INTELLIGENCE AGENCY
UPON PAYMENT TO THE GOVERNMENT PRINTING OFFICE OF THE COST
THEREOF LESS DEPRECIATION TO JANUARY 1, 1957**

Plant Machinery and Equipment

<u>Description</u>	<u>GPO Prop. No.</u>	<u>Agreed Reimbursement Price</u>
Camera, ATF	0009	\$ 000.00
Linotype Composing Machine	0031	710.75
Linotype Composing Machine	0032	1,562.51
Vacuum Frame	0032	163.35
Graining Machine	0035	183.33
Melting Pot	0043	197.55
Multiple Drill	0053	952.51
Electric Saw	0073	361.79
Miller Letterpress	0101	11,225.95
Press, Offset, Willard	0140	11,556.51
Baum Folder, Model 43	0144	2,067.78
Wire Stitcher, Boston	0158	221.04
Roller Cleaner, Jomco	0196	347.79
Dehumidifier Unit	0197	000.00
Lifter, Lewis Shepard	0512	480.57
Signature Press	0567	863.32
Lamp, Arc, Controls	0599	000.00
Vacuum Printing Frame	0601	1,007.55
Truck, Fork, 2,000 lb.	0675	2,026.19
Boston Stitcher	0767	365.14
Trim-O-Saw Glider	0929	688.96
Press, Offset, Miller	0956	19,715.59
Chandler Price Press	0964	6,928.03
Keyboard, Monotype	1065	2,427.95
Caster, Monotype	1068	5,978.67
Press, Two Color Offset	1091	47,441.78
Stripping Utility	1195	2,073.80
Inspection Light	2841	47.71
Compressor	3196	176.49
Electronic Luxometer	4277	212.92
Totalume Light Meter	4278	546.31
Monotype Caster	4933	000.00
Linston Monotype Keyboard	4970	000.00

ANNEX C
(Continued)

Description	QPO	Price	Agreed Reimbursement Price
Drill, Harris Seybold	231		7,181.40
Monotype Caster	232		000.00
Langston Monotype Keyboard	235		000.00
Verticle Plate Coating Machine	233		000.00
Proof Press, Vandercook	225		000.00
Proof Press	240		000.00
Wheel, Numbering	258		82.08
Dark Room Lamp	2742		000.00
Arc Lamp, Macbeth	263		422.51
Lamp, Arc, Grafarc	269		669.60
Battery Charger	239		000.00
Sink, 20 x 24"	277		582.04
Table and Plate Inspection Rack	2399		279.20
Sink, Stainless Steel	2651		2,817.36
Mold, Water Cooled	2095		320.98
Screen Holder	2093		671.94
Sink, Stainless Steel	2055		1,594.92
Noland No. 2 Proof Press	21163		128.10
Kraft Tape Dispenser	21296		94.50
Integrator, Model 26	21337		303.60
Magazine, Linotype	22492		000.00
Magazine, Linotype	23198		13.09
Magazine, Linotype	23206		13.09
Magazine, Linotype	23209		15.13
Magazine, Linotype	23210		15.13
Magazine, Linotype	23211		15.13
Magazine, Linotype	23212		17.18
Magazine, Linotype	23213		17.18
Magazine, Linotype	23214		17.18
Magazine, Linotype	23215		17.18
Battery	23394		000.00
Lens, H. D. Taylor	23422		15.13
Magazine, Main	23762		189.75

\$136,025.24

ANNEX C
(Continued)Building Appliances and Office MachinesAgreed Reimbursement PriceDescription

GPO Price No

Building Appliances

Air Conditioner	0692	163.35
Air Conditioner	0692	163.35
Window Air Conditioner	0692	169.60
Window Air Conditioner	0692	169.60
Blower Fan, No. 150	0794	176.40
Fan, Exhaust	4071	96.02
Fan, Exhaust	4071	96.02
Window Air Conditioner	4311	231.84
Window Air Conditioner	4311	231.84
Window Air Conditioner	4311	231.84
Window Air Conditioner	4311	231.84
Window Air Conditioner	4311	203.60
Window Air Conditioner	4311	203.60
Window Air Conditioner	4311	169.49
Air Conditioner, Frigidaire	4311	169.49
Air Conditioner, Frigidaire	4311	139.54
Air Conditioner, Window	POB 1	170.53
Window Air Conditioner	POB 2	94.62
Window Air Conditioner	POB 1	136.89
Air Conditioner	POB 59	136.89
Air Conditioner	POB 70	77.27
Fan, Window	POB 77	114.54
Air Conditioning Unit	POB 37	120.96
Partition, Portable	Z 150	

Office Machines

Marchant Calculator	2160	87.86
Typewriter, Electromatic	0009	25.36
Collating Machine	0699	000.00
Typewriter, Electric, 12"	11226	305.76
Clock, IBM	11733	145.14
Clock, IBM	11734	145.14
Clock, IBM	11735	145.14
Clock, IBM	11736	145.14
Stamp, Date, IBM	11775	173.13

ANNEX C
(Continued)Furniture and Fixtures

<u>Description</u>	<u>GPC Price</u>	<u>No</u>	<u>Agreed Reimbursement Price</u>
Cabinet, Galley	A432		\$ 76.18
Cabinet, Steel	A437		108.68
Light Tight Box	A437		60.53
Monotype Cabinet	A438		137.84
Cabinets	A444		103.41
Cabinets	A444		103.42
Cabinets	A444		103.42
Locker	A453		137.23
Galley, Cabinet	A460		73.41
Rack, Galley	A460		56.80
Rack, Galley	A460		56.80
Rack, Galley	A460		56.80
Cabinet, Light Viewing	A461		284.32
Rack, Galley	A469		58.72
Double Tier Cabinet	A467		319.76
Rack, Galley	A468		58.72
Rack, Galley	A465		58.72
Rack, Galley	A468		56.80
Film Drying Cabinet	A471		2,087.04
Table	A680		203.70
Cabinet, Storage	A702		347.35
Desk, Proof Reader	E201		115.95
Proofreader Desk	E212		139.43
Desk, Proof Reader	E211		216.60
Desk, Proof Reader	E212		216.60
Desk, 23" x 50" x 30"	E212		117.25
Desk, 50" x 66" x 30"	E212		206.06
Cabinet, Galley	K218		000.00
Cabinet, Galley	K218		000.00
Galley, Transfer Truck	K367		78.00
Galley, Transfer Truck	K368		78.00
Rack, Galley	K369		34.19
Rack, Galley, 100 Opening	K370		41.18
Rack, Galley, 100 Opening	K371		43.16
Rack, Galley	K372		13.12

ANNEX C
(Continued)

Description	JPO Price	Agreed Reimbursement Price
Rack, Magazine	K3473	\$ 4.50
Rack, Galley, 100 Opening	K368	7.69
Rack, Wood	K368	68.17
Rack, Wood, 12 x 46 x 87	K370	66.55
Plate, Cabinet	K370	107.72
Negative Rack, 40 x 60	K370	217.51
Negative Rack, 40 x 60	K370	217.52
Galley, Cabinet	K370	71.59
Rack, Galley	K378	48.23
Rack, Galley, 100 Opening	K378	46.05
Rack, Galley, 100 Opening	K378	59.19
Cabinet, Type	K378	131.47
Rack, Galley, 100 Opening	K401	50.91
Rack, Galley, 100 Opening	K507	73.41
Rack, Galley, 100 Opening	K508	73.41
Rack, Roller, Wood	K500	28.50
Rack, Galley	K505	31.84
Storage Rack	K606	326.60
Cabinet, Storage	K607	150.13
Negative Storage Rack	K672	185.99
Rack, 22 x 72 x 82	K589	94.44
Rack, 22 x 72 x 82	K590	94.44
Rack, 22 x 72 x 82	K591	94.44
Rack, 22 x 72 x 82	K592	94.44
Rack, 22 x 72 x 82	K593	94.44
Rack, 22 x 8 x 80	K673	151.90
Rack, 22 x 8 x 80	K674	151.90
Rack, 42 x 50 x 80	K675	186.22
Rack, 22 x 62 x 80	K676	112.04
Rack, 28 x 45 x 80	K677	115.81
Rack, Negative Storage	K682	167.72
Table, Light, 76 x 50 x 38	K639	57.54
Table, Etching, Viewing	K679	196.82
Table	K647	17.71
Table, 28 x 84 x 36	K658	20.44
Table, Light, 42 x 55 x 36	K667	46.52
Table, Line Up	K668	157.74
Table, Inking	K670	123.52
Light Table	K6107	236.22
Light Table	K6108	236.22
Light Table	K6172	212.35

ANNEX C
(Continued)

<u>Description</u>	<u>GPC Proj. No.</u>	<u>Agreed Reimbursement Price</u>
Light Table	N5174	\$ 246.91
Light Table	N5174	246.91
Table, Viewing, 38 x 72	N5184	325.64
Table, Line Up	N590	199.82
Table, Shelved	N634	672.03
Light Table	N636	135.04
Table, 5 x 10 x 3	N636	190.62
Bench, 29 x 30 x 32	N641	206.96
Table, 30 x 56 x 50	N653	169.76
Truck, Galley	S126	50.69
Truck, Metal, Scrap	S208	22.66
Truck, Metal, Scrap	S208	22.66
Truck, Galley, Transfer	S226	147.69
Truck, Galley, Transfer	S226	147.69
Plate, Rack, 29 x 18 x 25	S227	79.20
Form Table, Adjustment	S139	540.26
Table, Plate, Panx	Z082	334.68
Stone, Imposing, 20 x 24	Z203	6.02
Stone, Imposing, 18 x 24	Z235	6.02
Cleaner, Vacuum Tank	Z373	135.92
Skid Board, 30 x 76	Z374	169.06
Safe, Recessing Door	Z374	2,489.08
Safe, Recessing Door	Z410	<u>3,390.56</u>
		\$20,450.12
		Total \$161,347.15
		15.00
		201.21

Items of equipment that were purchased by Government Printing Office and transferred to Department of State Service Office since date of transfer to Government Printing Office. To be included with items on tabulation Annex "C". These items have been fully depreciated.

GPO Prop.

Item DescriptionNo.

2426	BLOWER
3342	ELECTRIC HEATER
A1301	CABINET WOOD 18 DRAWERS 23X35X55
A2949	CABINET FILE 7X16X5
A4538	BENCH METAL 24X36X35
A5077	OIL DISPENSER AND STAND BOWSER
B6528	CHAIR METAL
B6881	CHAIR METAL SWIVEL
B8350	CHAIR TYPIST
B8352	CHAIR TYPIST
B8874	CHAIR TYPIST WOOD
B8895	CHAIR TYPIST
C1065	CHAIR METAL
C1534	CHAIR METAL
H8230	FAN WALL
H8247	FAN O S C 16 IN
H8296	FAN WALL
H8347	FAN WALL
H9616	FAN FLOOR
H9625	FAN FLOOR
H9656	FAN FLOOR
H9657	FAN FLOOR

L 750	LIGHT DAZOR
N3467	TABLE METAL 34X60X31 H
N4070	TABLE WOOD 20X60
N4956	TRUCK METAL 5 SHELVES 20X50
N4957	TRUCK METAL 5 SHELVES 20X50
P 70	CLOCK GENERAL ELECTRIC
P 365	DRILL ELEC 1/4 IN
P 379	FAN
P 383	FAN EXHAUST
P 385	FAN EXHAUST DIEHL
P 399	TABLE AND TANK REGR
S1942	TRUCK METAL 20X35X34
S1943	TRUCK METAL 20X35X34
S2109	TRUCK TOOL
Z1045	STOVE HOT PLATE 10IN RD
Z1266	HEATER ELECTRICAL
Z1627	SCALE TABLE